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STANDARD FORM NO. 64

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 19 Feb 53

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period - 13-19 February 1953

1. Project 51-3, Summer Seminar on the Near East. A summary of the 1952 Summer Seminar has been drafted and is being reviewed prior to distribution to appropriate officials.

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Project 52-18, Training for New Personnel. Yesterday, 18 February, Em-  
 [redacted] advised that the latest word on the official coordination  
 of the CIA Regulation on Training for New Professional Personnel is that  
 both the DD/I and DD/P feel that the implications of the Regulation are  
 so serious that they wish to discuss it with their staff and operating  
 divisions. The covering memo to the Regulation sent out by [redacted]  
 [redacted] stated that the Regulation had been approved by the CIA Career Ser-  
 vice Board, and that the D/TR was anxious for official coordination to  
 be accomplished so that the Regulation could be fully operative before  
 the beginning of the next BIC. [redacted] believes that the only way to ex-  
 pedite matters would be for the D/TR to call [redacted] of DD/P and/or [redacted]  
 of DD/I. He is disturbed by the present situation but does not feel  
 that there is very much he can do about it.

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Project 52-19, Revision of CIA Regulation. CIA Regulation [redacted] re-  
 vised in line with comments of D/TR and DD/TR(G). The format part of the  
 procedural section has been dropped from the Regulation, and is to be re-  
 placed by an external training request form now in process of development,  
 which has been undertaken on a priority basis. Regulation and form will  
 be presented together to D/TR and DD/TR(G) for approval.

Project 52-37, Collection and Source Exploitation Manual. Consistent at-  
 tention is temporarily suspended to permit meeting deadline on Project  
 53-13. Upon introduction by D/TR, profitable conference was held with  
 [redacted] of FI. He expressed sympathy with the objectives and meth-  
 ods of the project, reported comparable approaches in FI field manuals,  
 volunteered any help he could provide, and suggested a particular contact  
 in his staff that apparently will be useful.

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6. Project 52-47, [redacted] The Georgetown University phase of this project became operative on 17 Feb 53, when five personnel from the NEA Division enrolled for a special course of instruction in the Arabic language and the Near East area. A memo for the record summarizing this phase of the project has been drafted and forwarded to appropriate OTB officials for their information.



JOB NO. 89  
 IN CLASS 5  
 NEXT REVIEW DATE 16 Nov 54  
 NO. PGS 5  
 REV CLASS 5  
 REV COORD 5  
 AUTH: [redacted]  
 DOC. NO. 93  
 NO CHANGE  
 CHANGED TO: [redacted]  
 TYPE DOC. 02  
 ORG CLASS S  
 ORG COMP II  
 ORG II

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7. Project 52-55, CIA-State Exchange Training Program. A revised memo of information for participants in the program has been received from the Office of Personnel for review and comment. The memo states that no supplementary salary differential will be paid for participants in this program. It is unanimously agreed by personnel of OTR and the Chief, Liaison Control Branch, that the participants in this project should receive the same consideration as other [redacted] including the payment of salary differential where the CIA salary exceeds the Foreign Service salary. A memo containing OTR recommendations on this matter has been drafted for forwarding to the AD/Personnel.
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8. Project 52-68, Active-Duty Mobilization Training of G-2 Designees With CIA. Awaiting G-2 nominations.
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9. Project 53-3, Publications (Training Bulletin). The first Training Bulletin on General Smith's remarks at the 8th Orientation Course should hit the streets today. [redacted] advises that the Vice President wishes to edit his remarks before dissemination of any sort, and this is underway. [redacted] will forward transcripts of the remarks of the Vice President and the new DCI as soon as possible for issuance as Bulletins.
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10. Training Plan for the Office of Logistics, Project 53-10. An alternative draft of the training functions of the Logistics Office and their relation to the Office of Training is being prepared, on the basis of drafts presented by the Logistics Office and by [redacted]. This draft contains S/PP recommendations on the subject for the consideration of all hands. Mr. [redacted] advised this staff that a high level Logistics Conference is to be held 16-19 March at the Main Navy Building. He agreed to attempt to secure one or more slots for the Conference to be filled by personnel from the Office of Logistics.
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11. Project 53-12, CS Area and Language Training. Alternative draft of CS Regulation on Area and Language Training completed, reviewed and approved by DD/TR(G) and D/TR and transmitted to [redacted] of FI for his consideration. S/PP action on this project completed for the present.
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12. Project 53-13, Glossary of Intelligence Terminology. Drafting of S/PP version is about half done. Resources used are necessarily limited by time to IT/D Glossary, DD/P compilation, and individual experience, especially in taking TR(S) courses and pursuing Project 52-37.
13. The following projects, all CIA Regulations, are completed in draft form and are in process of review by Chief, S/PP, before presentation to D/TR and DD/TR(G):

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- Project 52-71, Revision of CIA Regulation [redacted]
- Project 53-1, CIA Regulation on Language Training.
- Project 53-2, CIA Regulation on Training for Projected Duty Assignments.
- Project 53-4, Revision of CIA Regulation [redacted]
- Project 53-7, CIA Regulation on Junior Officer Program.
- Project 53-11, CIA Regulation on Processing of Personnel Into the Armed Forces.
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14. The following projects, also CIA Regulations, are in process:

Project 53-5, CIA Regulation on Clerical Training.

Project 53-6, CIA Regulation on Management Training.

- ✓ 15. Project 53-14, NATO Seminar. Upon invitation of FSI, arrangements were made for three Agency personnel (one from ONE and two from OCI) to attend a six-session Seminar on the North Atlantic Treaty Organization problems. The Seminars are of two hours' duration per session and conducted on Monday and Wednesday of each week beginning on 25 Feb 53.

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